



# Dedham Public Library

Massachusetts

Dr. Mary Ann Tricarico  
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Tracy Driscoll, Chair  
Rachel Tuerck  
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Brad Bauer  
Monika Wilkinson

<b>DPL TRUSTEES MEETING MINUTES</b>	
<b>AUGUST 22, 2013, ENDICOTT BRANCH LIBRARY, 7:00 PM</b>	
<b>MEETING CALLED BY</b>	DPL Trustees
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>CHAIRMAN</b>	Tracy Driscoll
<b>SECRETARY</b>	Monika Wilkinson
<b>ATTENDEES</b>	Brad Bauer, Cecilia Emery Butler, Dr. Tricarico, Rachel Tuerck, Tracy Driscoll, Monika Wilkinson
<b>PUBLIC ATTENDEES</b>	Mike Chalifoux

The August 22, 2013 meeting of The Dedham Library Board of Trustees was called to order at 7:03 pm by Chairperson Ms. Driscoll.

1. **Public:** No public input. \*See Old/New Business
2. **Minutes:** Mr. Bauer made a motion to accept the minutes of the July 17, 2013 minutes. Ms. Tuerck seconded the motion. All voted to approve.

**3. Financial Report:** Attached: Expense Budget Performance Report through July 2013. Mr. Bauer made a motion to accept the performance report. Ms. Tuerck seconded the motion. All voted to approve.

**4. Director's Report:** Attached:

Dr. Tricarico began by reviewing overall circulation in FY 2013, noting that materials received and provided through Inter Library Loan were nearly balanced. This is an improvement from last year. Mr. Bauer commented that this year's total circulation looks higher. Some discussion about how Minuteman provides numbers and Dr. Tricarico will discuss with Ms. Socci Minuteman's numbers for Inter Library Loans. Dr. Tricarico confirmed we purchased 10,000 e-books this year. We now have access to 15,000. We are going to be buying another collection in coming months and will also be buying Kindles because there is an interest in these. Dr. Tricarico confirmed several staff members able to load Kindles and assist patrons. There will be an Overdrive training in the fall. Ms. Wilkinson suggested Kindles loaded solely for young adult use. Dr. Tricarico explained that initially Kindles were approved for adult use only but recent conversations have raised possibility of adding Kindles for young adults.

Dr. Tricarico pointed to the utility expenses paid by Town in FY2013. These do not include telephone, but these numbers will be provided shortly. Some discussion about the numbers for heating and electricity being low considering the space.

Mr. Chalifoux asked to comment on the Financial Data for FY2013. He questioned the contributions of Dedham Library Innovation Team (DLIT). Dr. Tricarico explained that donations from DLIT were not required to be included.

Updates on Staffing (see report) Dr. Tricarico raised staffing concerns after John Flynn's retirement. Will be working with Tassir about solutions for coverage and evaluating custodian needs. Trustees will cover some staffing needs over there weekends in September: Labor Day weekend, Ms. Tuerck; Septermber 7<sup>th</sup>, Ms. Butler; Saturday 14<sup>th</sup>, Ms. Wilkinson. Some discussion of whether collection of papers from Mimi's should be taken off of custodian task.

Updates on Facilities (see report). Discussed were automatic locks on timers, swipe keys, public restrooms locked at Main, tree removal, air conditioning installation, and meeting with Lauren Stara from MBLC.

Continued discussion of Library Construction and Design Grant Process. Dr. Tricarico has prepared the Letter of Intent to be submitted by September 13 deadline. Ms. Wilkinson clarified that indicating the Main Library as our proposed project was subject to change. Dr. Tricarico clarified. Some discussion about the availability of matching funds of \$25,000. Mr.

Bauer asked if the \$18,000 from mitigation funds was recently confirmed with Town Hall. Dr. Tricarico said that it has been repeatedly. Ms. Wilkinson asked if we need to make up the difference between the \$18,000 and the needed \$25,000. Dr. Tricarico said that State Aid would cover this because we are 100% compliant. Ms. Emery Butler made a motion to accept the Letter of Intent and send for application. Ms. Tuerck seconded the motion. All voted to approve.

Discussion of Tail Waggin Tutors Therapy Dogs (see handout). Trustees discussed some minor concerns (ie. allergies, clean-up). All agreed to support children's program.

Mr. Bauer raised concern that we have not yet seen the FY2013 final expense report and asked that the Trustees remember for future meetings when available.

## **5. Old/New Business:**

Ms. Driscoll reported that she spoke with Mr. Keagan regarding Town Counsel questions and he suggested Trustees give Ms. Driscoll questions to pass on. Mr. Chalifoux commented that Trustees should ask Mr. Keagan to move the easement at the Main or consider 2<sup>nd</sup> easement.

Ms. Driscoll reported the creation of the Public Relations Committee. She and Ms. Tuerck have already met and Ms. Ingemi and Ms. Conklin will be joining. Ms. Conklin will be writing a monthly column for a new Dedham magazine.

Ms. Tuerck shared a handout comparing professional organizations. Discussion to consider membership. Ms. Wilkinson made a motion to join United for Libraries for \$80/year as a board. Mr. Bauer seconded the motion. All voted to approve. Mary Dr. Tricarico will fill out paperwork and use funds for professional associations line item.

Ms. Wilkinson updated the board on the temporary exhibit of the Dedham Public Art Project sculpture approved in July 2013 by Trustees to be displayed at Endicott for three months. The sculpture's placement has been delayed because of complications with insurance. Dedham Shines is hopeful that the sculpture will be in place within the next week.

\*Mr. Chalifoux wanted to share with Trustees that he had attended a recent Senior Site Committee meeting during which the Endicott Library was discussed as a possible expansion for a senior center. Mr. Chalifoux told them of the Trustees' process in applying for the MBLC Planning and Design Grant and said the Trustees would share with the Site Committee the results.

Discussion of Town Bylaws and Charter. Ms. Emery Butler updated Trustees on changes to Bylaws as member of committee. Some concern that there may be discrepancies between the two or changes of which that Trustees are not aware. Mr. Bauer stated that seeing hard copies is helpful.

**6. Future Meeting Dates:** Monday, September 16<sup>th</sup> at the Main Library at 9:15 am in History Room. Dr. Tricarico requested future dates as daytime meetings.

Ms. Wilkinson motioned to adjourn at 8:25 pm. Ms. Driscoll seconded and all present voted to adjourn.

#### **7. Action Item Review**

<b>Action Item</b>	<b>Person</b>	<b>Date Due</b>
Send list of questions to Ms. Driscoll for Town Counsel	Ms. Driscoll	Ongoing
Creation of Public Relations Committee	Ms. Driscoll and Ms. Tuerck	Established and ongoing
Letter of Intent	Dr. Tricarico	Submit by Sept. 13
Air Conditioning installation	Dr. Tricarico	In progress
Trustee preference for liaison assignments	All trustees	By Sept. 16th
Attendance for October 1	All trustees consider	By October 1

<b>Action Item</b>	<b>Person</b>	<b>Date Due</b>
MBLC workshop in Millis		
Review FY2013 Final Report	All trustees	At Sept. 16 <sup>th</sup> meeting

Respectfully submitted,

Monika Wilkinson

**Attachments:**

**Agenda**

**Financial Report**

**Director's Report**

**Tail Waggin Tutors handout**

**Future Meetings:**

**Sept.16<sup>th</sup> 9:15am Main**